

Calne Town Council



GRANT APPLICATION POLICY

Approved by Policy & Resources Committee

19th June 2018

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Guidance Notes

Aim of Calne Town Council Grants Policy

The aim of the Town Council's Grants Scheme is to promote an active community in Calne. The Town Council recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. We provide financial support for community organisations working for the benefit of Calne parishioners, with the intention of improving the range of services and activities in the town.

The wording of Grants and Donations covers monetary funding, use of the Town Hall rooms for meetings/events and use of Town Council equipment (if necessary the applicant may be requested to supply evidence of insurance/training required to use and operate any equipment offered).

The Town Council assigns responsibility for the Grants and Donations Scheme to the Policy and Resources Committee. This Committee meets five times during the year to consider applications for Grants and Donations, working to a pre-determined criteria. Grants for consideration should be submitted to the Town Council at least eight (8) working days prior to the date of the meeting. (Meeting dates are available from the Town Council's website – calne@calne.gov.uk, or by contacting the Information Office on 01249 814000).

Once submitted to the Town Council, all applications will be scrutinised by the Finance Officer using a well established points based assessment system to assist Members in reaching their decision.

Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled

The scheme provides start-up grants for new organisations as well as grants to existing organisations.

The organisation must be based in Calne or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Calne and how.

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity

How much grant is available?

Only **one** application from any group or organisation will be considered by the Town Council in each financial year (1 April – 31 March). Should groups/organisations wish to apply for a grant for several activities over the course of the year these should be amalgamated into **one** application. The Town Council maintains a register of successful applicants to prevent multiple awards each year.

The total amount of grants made in any one year will be restricted to the amounts set out in the Town Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. Although there is no maximum limit set on the amount that can be applied for, the annual grants budget is limited and the amount requested usually exceeds the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.

Because this fund is for projects that will benefit Calne parish residents, there are some cases where we are not able to provide grants, including:

- general appeals (e.g. national/international disasters);
- national organisations without a locally based group;
- individuals (e.g. sponsorship for individual sportsmen and women)
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

How do I apply for a grant?

Applicants are required to supply:-

A completed application form (available from the Town Council Offices, Information Centre, or it may be downloaded from the Town Council's website www.calne.org.uk) and be accompanied by the documentation requested below:-

- audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also a Committee structure and bank account details);
- latest bank statement
- a statement in support of your request (including photographs and plans if applicable);
- a copy of your organisation's constitution.

All organisations must have been in existence for a period of at least six months and should have a bank account in its own name with at least two authorised representatives required to sign each cheque. The Town Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'. Should the applicants be unable to provide the necessary documents due to newness of the organisation they will be considered on an individual basis and the Town Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Policy and Resources Committee. Applications received after that date will be carried forward to the next meeting.

Applications will be considered under one of the following categories;

Older People (50 and over)

To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.

Young People (0 – 25)

To support a wide range of activities to empower young people and meet their social, educational or leisure needs.

Arts and Culture

To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Calne.

Sports and Recreation

To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.

Highways and Transport

To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

Enhancing the Environment of Calne

To improve the environment of Calne, safeguard and enrich its heritage resources/bio-diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

Charitable and Advice Organisations

Organisation who offer advice free of charge and charitable organisations that are of benefit to the residents of Calne Parish.

Organisations assisting the disabled

Organisations that offer support and assistance to the disabled residents of Calne.

Eligibility Criteria for Funding and Conditions attached to Funding

The Grants and Donation Scheme is unable to support:-

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals (Funding for young people to assist with the development of a skill may be available under the Town Mayor's Gift fund – for further information see the Town Council's website).
- hospitality.

Applicants should be aware:-

- if the project is relying on funding from the Town Council, it should not be started until the award of a Grant or Donation has been confirmed in writing by the Director of Council Services.
- If a project has already started, it cannot be funded through this scheme;
- Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Town Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required.

- Awards for funding which are not for projects within the current financial year will be considered on a case by case basis.
- The Committee's decision will be final.

Who can I contact for more information or advice?

If you have any questions, require further information or would like help filling in the form please contact:

Alison Cawkwell, Finance Officer
Calne Town Council
Bank House, The Strand
Calne
SN11 0EN

Tel: 01249 814000

GRANT APPLICATIONS ARE ASSESSED ON THE FOLLOWING CRITERIA

General Criteria

- 1 Have public appeal or particular appeal to local residents and increases/ encourages community engagement.
- 2 Free access and accessible by all sections of the community.
- 3 Assist local projects.
- 4 Make best use of Town Council facilities (e.g. Town Hall) or underused facilities.
- 5 Where the benefit remains in the community.
- 6 Which add to or improve existing facilities.
- 7 Which offer partnership with other organisations.
- 8 A well justified Statement in support of the application. (including photographs and plans if applicable).
9. Copy of the organisation's constitution.

Financial Criteria for Application

1. The grant support will make a real difference to the proposal.
2. Evidence of efforts to generate income from other sources.
3. Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
4. The organisation should have a bank account in its own name with at least two signatories to sign cheques.
5. A signed statement to say the organisation has read and agreed to the requirement of Grant Funding from the Town Council.

Conditions of Grant Support

1. Clear indication of aims.
2. Proof of how the money was spent.
3. Proof of fulfilling the Town Council's policy criteria.
4. If the project is relying on funding from Calne Town Council, it should not be started until an offer letter has been received.

Score Rating /18

CALNE TOWN COUNCIL GRANT APPLICATION FORM

To enable this form to be photocopied please complete **all sections** using black ink.

(*Delete as appropriate)

Name of Organisation:

Correspondence Address:

Name and Address of Person Making the Application:

Name: (Mr/Mrs/Miss/Ms).....

Address:
.....

Postcode:

e-mail address:

Telephone number: Daytime:: **Evening:**

Preferred method of contact, please tick appropriate box

Tel:	<input type="checkbox"/>	E-Mail:	<input type="checkbox"/>	Post:	<input type="checkbox"/>
-------------	--------------------------	----------------	--------------------------	--------------	--------------------------

1. When was your organisation formed?

2. What does your organisation do?
.....

3. Is your organisation a registered charity? *YES/NO (if yes, please give number

State Registered Charity Number:

4. Is your organisation part of, or affiliated to, any national organisation? *YES/NO

If yes please give details:

5. Where does your organisation meet?

.....

6. If rented what is the approximate annual cost?

7. What are your present charges/subscriptions/fees?:

.....

8. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Calne

.....

.....

9. Approximately, how many people do you expect to benefit from this project?

Age Group	In Calne	Outside Calne
0 - 25		
26 - 49		
50 and over		
All ages		
Special or minority groups (please specify)		
TOTAL		

(Map showing Council boundaries, see page 14)

10. How do you think your application matches the Town Council Grants Policy?

.....

.....

11. Category under which you would like your application to be considered

Older People		Young People	
Arts and Culture		Sports and Recreation	
Enhancing the Environment of Calne		Highways and Transport	
Charitable and Advice Organisations		Organisations assisting the Disabled	

12. What is the identified need for your proposal?

.....
.....

13. Please include a brief statement in relation to the environmental impact of your proposal.

.....
.....

14. When do you intend your project to start?

.....

15. How will you measure the success of your project?

.....

16. What size of grant are you seeking?

£ (The Council cannot make a determination if the amount is not indicated)

17. What is the total cost of the project for which you are seeking a grant?

£ (Please include budget)

18. If you are not applying for the full amount, please specify where the remaining funds will come from:

.....
.....

19. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? *YES/NO

If YES. Please give the following details:

Please include details of all applications both successful and unsuccessful.

<u>Organisation</u>	<u>Purpose</u>	<u>Successful/Unsuccessful</u>	<u>Amount Received</u>
		(if money is not yet received but promised please include)	

.....
.....

20. Please give details of your organisation's own fund raising efforts:

.....
.....

21. Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)

.....
.....

22. Have you previously received, or applied for a grant from Calne Town Council? *YES/NO

If YES, please give details of amount(s) and year(s) and purpose:

.....

23. BANK DETAILS

Name of Bank:

Name of Account:

Sort Code:

Account No:

Number of signatures required to issue cheques

24. Where did you learn you could apply for a Calne Town Council grant?

Noticeboard		Website	
Press		Minutes	

Other (please specify)

25. **DECLARATION**

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Calne Town Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that:

Calne Town Council reserves the right to request a list of names and addresses of members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Town Council if requested.

Calne Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Calne Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Town Council meetings. Personal data that has been supplied will not be disclosed and will be held by Calne Town Council in accordance with the Data Protection Act.

Name Signed

Position Date

26. Have you found this application straightforward to complete? *YES/NO
If NO, please let us know of any improvements we can make to assist applicants.

.....

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application*

1. A copy of your organisation's **CONSTITUTION**.
2. Copies of your organisation's **AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS** and balance sheet, together with up to date **STATEMENTS** of all current and investment account balances held by the group, if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).
3. In the case of a newly formed organisation, a **BUDGET and BUSINESS PLAN** must be submitted.
4. Grant Applications for Use of the Town Hall must be accompanied by a Town Hall Booking Form, if not already submitted.

**Should the applicants be unable to provide the necessary documents due to newness of the organisation they will be considered on an individual basis and the Town Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.*

The Town Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, martial status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

- Yes/No Have you completed **ALL** sections of the form?
(If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).
- Yes/No Does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
- Yes/No Have you enclosed your Organisation's latest set of accounts and constitution?
- Yes/No Have you signed the statement on the last page of your application form to certify that all the details are correct?

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF THE POLICY AND RESOURCES MEETING.**

When completed, this form together with supporting documents should be sent to:

Alison Cawkwell, Finance Officer
Calne Town Council, Bank House, The Strand
Calne, Wiltshire, SN11 0EN

Or e-mail to: acawkwell@calne.gov.uk

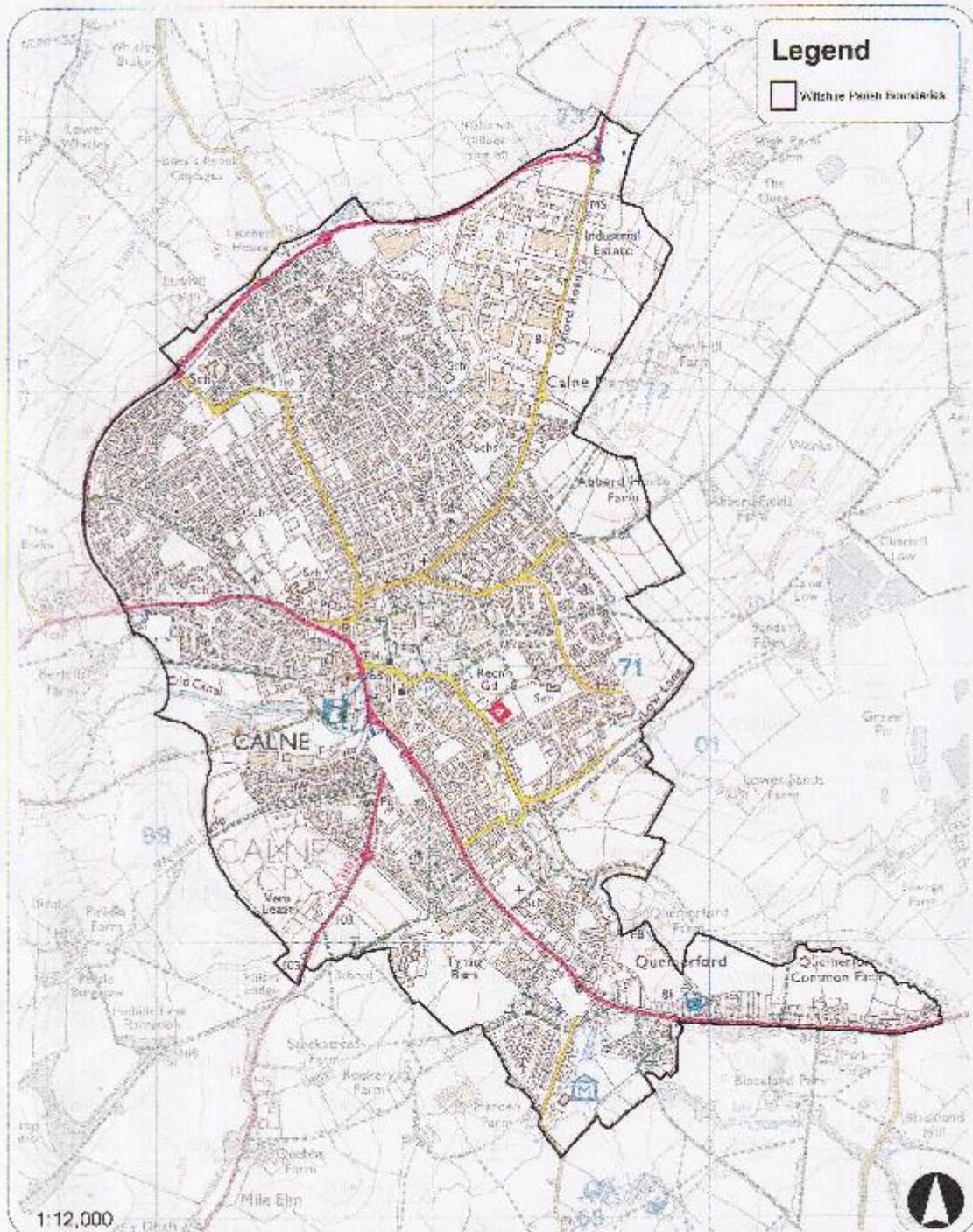
Please note you will be required to provide the Town Council with details and/or photographs of how the Town Council grant funding has been spent should you be successful in your application.

Acknowledged		Statutory Power	
Decision		Informed	

Produced by Calne Town Council, Bank House, The Strand, Calne, Wiltshire SN11 0EN

Wiltshire Council Parish of Calne

Where everybody matters



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